



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

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| Employee Name: | | |
| Agency: Indiana Department of Environmental Management | | BU: 495 |
| Division: Office of Land Quality | Section/District: Voluntary Remediation Program | |
| Job Title: Environmental Manager 2 | | Job Code: 1LS2 |
| Working Title (if different from above): Project Manager | | |
| Reports To: Corey Webb, VRP Section Chief | | |
| FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt | | Effective Date : |

Purpose of Position/Summary:

This position provides technical and administrative oversight for sites participating in the Voluntary Remediation Program (VRP). The position reports directly to the section chief. Project managers are expected to work in conjunction with technical support staff to ensure that cleanups are conducted following appropriate VRP and agency guidelines

Essential Duties/Responsibilities:

Project management duties--performs project management duties as required to ensure the effective and timely management of sites, including attending meetings, and responding to telephone calls, conference calls, e-mails, faxes, etc., as required; coordinates with internal technical, management, and legal staff to make appropriate program decision; communicates effectively and professionally with applicants or their representatives regarding program requirements and timelines; communicates in a courteous and professional manner with affected stakeholders and interested parties such as citizens, public officials, and interest groups.

Provides document reviews--reviews technical, legal, and general documents as necessary to ensure technical accuracy, consistency, and compliance with appropriate program and agency guidance.

Ensures document creation--drafts documents and correspondence as necessary to complete project management duties for assigned sites.

Conducts field work--conducts field work as necessary following agency/section SOPS to complete project management duties for assigned sites; provides oversight of key events as necessary to ensure accurate technical decisions; completes split confirmation sampling when required.

Obtains training--attends required training to perform assigned responsibilities. Participates in continuing education by attending seminars, workshops, and optional training when available. Completes annual 8-hour HAZWOPER refresher.

Overall program management tasks--oversees and completes special projects at section chief's request.

Job Requirements:

Incumbent must have specialized knowledge of environmental remediation technologies, environmental science, and environmental policy. Must have strong written and verbal communication skills. Must have strong knowledge of office remediation programs. Must have the ability to coordinate and motivate professional and support personnel, and communicate with diverse internal and external customers as needed. Must be able to coordinate work on multiple tasks simultaneously and in cooperation with staff.

Supervisory Responsibilities/Direct Reports:

Not applicable

Difficulty of Work:

Position requires a high level of proficiency in environmental remediation, environmental science, and environmental policy, including the ability to apply concepts to remediation projects. Must be able to work independently and exercise good judgement in adapting and implementing policies and procedures.

Responsibility:

The incumbent uses technical, scientific, and policy judgment to make health-protective decisions. The incumbent provides technical, scientific, and policy guidance on specific remediation site work with considerable responsibility in decision-making that safeguards the public and the environment.

Personal Work Relationships:

Incumbent works closely with project managers in the Voluntary Remediation Program, the Remediation Services Branch, technical staff in the Science Services Branch, and other staff at IDEM. The incumbent also works with the general public, and other state and federal agencies responding to questions, and providing information. Must be professional, and a role model for subordinate staff and peers.

Physical Effort:

The majority of the incumbent's work will be in an office setting and require normal physical exertion. Occasional field work, including the collection of environmental samples, will be required.

Working Conditions:

Most work occurs in a normal office setting. Occasional field work required.